



AUDIT AND RISK COMMITTEE
(A committee of Council)

a Meeting of the Audit and Risk Committee will be held at
10:00 am on Monday, 16 November 2020
in the Victoria Room, Level 2, Hunter Building
Kelburn Campus

1 WELCOME/APOLOGIES

2 DISCLOSURES OF INTERESTS

To receive: disclosures of interests by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

To consider: **whether a conflict of interest exists or is perceived to exist and, if so, how the matter should be handled.**

3 MINUTES OF THE MEETING AND MATTERS ARISING FROM THE MEETING HELD ON 17 AUGUST 2020

To confirm: the Minutes of the meeting held on 17 August 2020 (Minutes 20.34-20.37).

4 RESOLUTION CONCERNING EXCLUSION OF THE PUBLIC

To resolve: **1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 14.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding	

	would exist under the sections of the OIA identified below.	
5. Minutes of previous meeting held on 17 August 2020	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Covid Deficit Reduction Programme	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
7. Student Success Programme update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. Counselling update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. Pastoral care code gap analysis/2020 self-review	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
10. Annual report and external audit update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
11. Insurance renewal mandate	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
12. Risk & Audit report including payroll audit	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
13. Noting reports – Cyber and property	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
14. Auditors Only session	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Committee Chair and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

CONFIDENTIAL AGENDA – 16 NOVEMBER 2020

5 MINUTES OF THE MEETING AND MATTERS ARISING FROM THE MEETING HELD ON 17 AUGUST 2020

To confirm: the confidential Minutes of the meeting held on 17 August 2020 (Minutes 20.38-20.52).

6 COVID DEFICIT REDUCTION PROGRAMME

To receive a report from the Chief Operating Officer regarding the Covid Deficit Reduction Programme (document ARC 20/32).

To resolve: **that the report on the Covid Deficit Reduction Programme be noted.**

7 STUDENT SUCCESS PROGRAMME UPDATE

To receive a standing report from the Provost on the Student Success Programme (document ARC 20/33).

To resolve: **that the standing report from the Provost on the Student Success Programme be noted.**

8 COUNSELLING UPDATE

To receive an oral report from the Director, Student Academic Services providing an update on Counselling services.

To resolve: **that the oral report providing an update on Counselling services be noted.**

9 PASTORAL CARE CODE GAP ANALYSIS / PASTORAL CARE CODES SELF REVIEW 2020

To receive

- 1 a report from the Director, Student Academic Services regarding the Pastoral Care Code Gap analysis (document ARC 20/34).
- 2 the Pastoral Care Codes self-review 2020 (document ARC 20/35).

To resolve: **that the Pastoral Care Code Gap Analysis and the Pastoral Care Codes self-review 2020 be noted.**

10 ANNUAL REPORT AND EXTERNAL AUDIT UPDATE

To receive a report from the Chief Financial Officer and Mr Grant Taylor, EY, providing an Annual Report and External Audit update (document ARC 20/36).

To resolve: **that the Annual Report and External Audit update be noted.**

11 INSURANCE RENEWAL MANDATE

To receive: a report from the Chief Financial Officer regarding the Insurance Renewal mandate (document ARC 20/37).

To resolve: **that the Audit & Risk Committee recommend to Council:**
that the recommendations in document ARC 20/37 be approved.

12 RISK AND AUDIT REPORT

To receive: a report from the Director, Safety, Risk & Assurance and PwC including the Payroll Processes and Controls review report (document ARC 20/38).

To resolve: **that the Risk and Audit report be noted.**

13 REPORTS FOR NOTING

To receive:

- 1 the key Cyber Security Issues and Actions report (document ARC 20/39);
- 2 the Property dashboard report (document ARC 20/40).

To resolve: **that the key Cyber Security Issues & Actions report and the Property Dashboard report be noted.**

14 AUDITORS ONLY SESSION

CLOSE MEETING

NEXT MEETING: 15 March 2021, 10.00 am – 12.30 pm, Victoria Room